

**Norton Public Library  
Meeting of the Board of Trustees  
Via Remote & In Person Participation  
Tuesday, September 22, 2021  
6:10 PM**

RECEIVED  
NORTON TOWN CLERK  
2021 OCT 20 PM 3:33

**Present:** Herb Ellison, Jill Mathieu, Patricia Binegar, Brian Stalters, Christine LeFort, Robert Keating, Lisa Daly-Boockoff, Lee Parker, Amanda Viana

**Absent:** Robert Berg

**Clerk's Report:** The Clerk's Report was read and discussed. A motion was made by Herb Ellison to accept the minutes with the date adjustment of September 22, 2021, seconded by Jill Mathieu, motion approved.

**Treasurer's Report:** The Treasurer's Reports were reviewed and discussed. A motion was made by Herb Ellison, seconded by Jill Mathieu, motion approved.

**Parks:** Signs by Tomorrow has been contacted to design signage for the Library Park. Placement of the signs was discussed. Further discussion was had regarding the removal of the park gates, regrading gravel surfaces, and quotes for park benches. Brian Stalters was able to contact the roofing company with our choice of tiles for the repair of the gazebo roof only to be told they would be available at a later date due to the slowdown of supply chains. It was decided with winter coming on; the project can wait until spring. Christine LeFort made a recommendation that we create a park plan in the spring to identify the problem areas that may need replanting and /or more aggressive maintenance.

**Building:** The air conditioning was not working so Lee contacted SS Service to address the problem of high humidity and unit shut-down. One filter was replaced and the other had to be ordered. SS would provide a quote for the second filter. SS Service returned multiple times to adjust air dampers, adjust discharge air temps and to keep unit running until Carrier returns call with instructions for keeping the unit from shutting down. Chris Collins of Energy Conservation/National Grid came to look over weatherization opportunities with Lee for the Green Communities grant that the Town Manager is recommending to the state. He looked over the electrical panel as well as the parking lot for charging stations. In the meantime, four people came to look at the electrical service and parking lot for the charging stations. At the end of July, Chris Collins called regarding the weatherization status and is concerned about the original plan for the attic because of the sprinkler system. He will contact Lee after he speaks with the Fire Dept. and Larry. Waiting for pricing and ceiling tiles to be replaced in the garage by Miller Construction. Wasps and drain flies were exterminated by Amanda. Water and rain continued to be a problem this summer with runoff, including rain getting into the garage. The phone system was compromised by a ceiling tile falling and pinching phone lines. It was discussed that we look into purchasing new ceiling tiles. Problem with mall doors not closing properly. Contacted DoorTech but they were unable to fix these types of doors. Amanda and Lee cleaned and lubricated the tracks to get them working.

**Director & Youth Services Monthly Report:** The summer months were very busy with Summer Reading, Friends pop-up book sales, Crafts-to Go, Paint Classes, movies and several virtual activities. The Select Board is using the community room on Thursdays, Jason has set up the room for live broadcasting. The public computers use is steadily growing. Collection maintenance continues. The children's programs consisted of Flying High Dogs (Frisbee catching and tricks), Family storytimes, Critter Crafts for a Cause some of which were donated to local animal shelters. Henry the Juggler and Vinny the Bubble Guy entertained the kids. Gina and Marcia from CFCE continued with their programs

as well. The ARIS Report was completed by Bob Berg and Amanda Viana with Lee Parker. To see more of the busy summer, refer to the submitted reports.

**Correspondence:**

**Old Business:** It was decided that we do away with overdue fines. Moving forward, we will be a fine free library. A motion was made by Patricia Binegar to adopt this new policy, seconded by Jill Mathieu, motion approved!

**New Business:** The annual meeting will be held on November 9, 2021 following the regular Trustee meeting. The nominating committee for the Annual Meeting is Herb Ellison, Jill Mathieu and Ray Mathieu.

**Bills:** Herb Ellison made a motion to pay the bills, seconded by Patricia Binegar, motion approved.

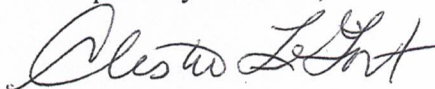
**Next Meeting:** October 12, 2021 at 6pm

**Adjourned:** 7:30pm

**List of Documents used at the meeting:**

Clerk's Report  
Treasurer's Report  
Directors & Youth Services Reports

Respectfully submitted,



Christine LeFort, Clerk



Brian Stalters, President